**Cheyney University Policy Number FA2013-1010**

**Policy Title: Event Policy**

**Approved by**: Finance and Administration Divisional Council

President’s Cabinet

**History:** Issued – 11-18-10

Revised – 10-18-13

**Related Policies**:

**Additional References**:

A. **Purpose:** The purpose for activities and events on the Cheyney Campus is to provide a social outlet for Cheyney University students, staff, faculty, administration and guests. Cheyney University’s primary concern is for the safety and security of the campus community, therefore these requirements have been established to ensure that these concerns are met.

B. **Scope:** Students, Faculty, Student Group Advisors, Administration, Parents/Guardians

C. **Definition (s): Events:** Defined as “dance, party, concerts, or events” will be defined as “any event held on campus which may necessitate the use of Cheyney Police and/or Security coverage to ensure a safe and secure environment for all CU students and their guests if applicable, staff, faculty, administration, alumni, and guests”. Also defined, as other than “standard” and possibly requiring a special setup, food, police, electrical needs, special hours, etc.

D. **Policy and Procedures(s):** The policy itself, including relevant implementing procedures and guidelines.

**The Role of Cheyney Police**

**Permits**

a. The Cheyney Police Department shall review all permit applications for all events.

**b. Permits must be filled out in their entirety and submitted to Cheyney Police at least**

**30 days prior to the event.**

c. Blank permits or partially filled out permits without required attachments will NOT be considered for review or approval.

d. Collective Bargaining units for the police department require a minimum of 14 days notice for deployment of personnel. Additional days are required for the purpose of

validation/verification and review of permit and attachments prior to notifying the collective bargaining members.

**e. 60 days prior to the event, representatives from the event sponsors must meet with Cheyney police to discuss the details of the event and acknowledge what is expected of the particular group that is sponsoring the event.**

f. Attached to the permit shall be:

 1. Receipt/agreement for outside security – (outside security must be paid in advance and a receipt attached to the permit);

 2. Draft copy of the advertisement for the event;

 3. Description of the means of advertisement for the event how notice/invitations will be given.

 4. Copy of Insurance Rider

 5. List of Chaperones

**Security Plan**

**Cheyney Police will develop a security plan for all events that will include:**

a. Gates

b. Parking

c. Evacuation

d. Cheyney Police Staffing e. Outside security listing

f. Notifications in the event of an emergency g. Locations and Positions map

h. Staffing and location and positions plan will not be made public prior to the event for security reasons

**The number of security personnel assigned to programs is determined by the Chief of Police and based on but NOT limited to the following criteria**:

 Size of the expected crowd

 Location of and means of advertising

 Involvement of non CU students, guests etc.

 Nature of the entertainment, i.e. DJ, band, live performer, etc

 On site money collection

 **Past history with the sponsoring organization**

**On site recording of attendees**

Camcorders/digital video recording and other methods may be used at events to record persons entering the event as well as to record any altercations that occur. Tapes will be used as evidence in both campus judicial as well as criminal proceedings.

**Cheyney Police Personnel Expense Requirement**

Should there be a serious altercation during the event or if there is significant damage to the facility or university property during the event, the group sponsoring the event will be prohibited from having another event for that semester. Cost of damages will be incurred

by the sponsoring group. Cheyney Police will determine what is a "serious altercation," or what constitutes "significant damage".

**Event Policy**

In accordance with the Student Code of Conduct, Employee Code of Conduct, the policies and rules outlined herein are not exclusive; students, staff, administration, faculty, alumni and organizations, are advised that they are subject to additional policies and rules by Cheyney University of Pennsylvania.

**REQUIREMENTS**

**All events will require:**

Prior to 4:00 p.m. three (3) days before an event, the organizer(s) MUST meet with a Cheyney Police

Department designee to go over last minute details regarding the “ dance, party , concert, or event ”.

 Proper lighting MUST be maintained in all facilities during “dance, party, concert or event”.

Cheyney Police will coordinate safety needs with the groups requests in setting a desired level of

lighting. Safety MUST always be the first concern.

 **All advertising must be approved by Cheyney Police prior to posting**. Advertising is PERMITTED on the area radio stations, social networks such as Facebook, Twitter, My Space or any other methods or means outside of Cheyney University **ONLY if approved by the Vice President for Student Affairs, Vice President of Finance and Administration and Cheyney Police at least two months in advance of the event. Flyers must state the following:**

o Maximum guests permitted - Ada George 300 and Marcus Foster

100 – Cope Hall – 1500 without the bleachers .

o CU ID required.

o Proper dress attire required.

o All IDs will be scanned.

o Metal detectors in use.

o No one under 17 admitted.

o No bags, backpacks or large pocketbooks will be allowed into the

event. Small purses are the exception (3 in. x 6 in.) and are subject

to search

o No food or beverages allowed into the event.

o Absolutely no alcohol or any illegal substances.

o No hats – no hoodies – no sneakers - NO EXCEPTIONS.

o Cheyney Police and contracted security reserve the right to search

patrons upon entering the venue. This policy is in accordance with

the American Civil Liberties Union. Violators of the university

code of conduct or state and federal laws will be subject to prosecution and/or expulsion.

**1. Chaperones – MUST be present at all student events**

a. (3) Three Chaperones from Faculty or Administration b. (4) Chaperones from the sponsoring organization

c. The above required number of chaperones is the **minimum** number required. This number is subject to change as the amount of attendees may need additional

chaperones. This will be determined by the Chief of Police only.

d. **Chaperones** must arrive at the event one hour prior to the time of the activity to

participate in an activity briefing and must remain until all participants have vacated the premises.

e. Chaperones must be visible both inside the event and outside of the event.

f. Chaperones should monitor the behavior of the attendees at the activity. Any major

problems or concerns (fights, arguments, public drunkenness, lewd behavior, etc.)

should be reported to the event security and Cheyney University police.

g. If necessary, Cheyney Police will determine if an event should be shut down and will do so.

**2. Outside Security**

**a.** The estimated population of the group event will be discussed with Chief of Police

and the number of outside security personnel will be determined by the estimated figure of attendants. The amount of required outside security and police officers will be determined by the Chief of Police only.

b. **Outside security officers** must arrive at the event two hours prior to the time of the

activity to participate in an activity briefing and must remain one hour after the end of an event.

3. **Additional Requirements:** Admission into various functions and facilities, including but not limited to the cafeteria, the student/alumni center, classrooms, games, concerts will be denied if behavior and/or dress is inappropriate or offensive.

The following is inappropriate attire for public places/common areas:

a. Under garments displayed outside of clothing (by males or females)

b. Clothing with derogatory, offensive and/or lewd messages in either words or pictures c. Footwear and shirts must be worn at all times.

d. (This includes members of sponsoring organizations)

e. Members of sponsoring organizations must wear clothing or badges, which easily identifies them as such.

f. Music played and entertainers at all university events must be free from vulgarity. It is the members of the sponsoring organizations responsibility to include such standards in the vendor contract.

g. The following is inappropriate behavior for public places:

h. Cursing, including the use of the “N” word, or any use of derogatory language will not be tolerated (including music for events and entertainers) in public areas on the campus of Cheyney University.

**RESTRICTIONS**

**a. Individuals under the influence of alcohol or any illegal substance will not gain entry.**

**b. Individuals involved in a loud dispute will be removed from the event**

**c. Fighting is prohibited. The first sign of a disturbance or incident, the event will be shut down.**

**d. Absolutely no re-entry.**

**e. All events will end at 1:00 AM, with lights and music off, and everyone out by 1:30**

**AM. VIOLATIONS**

 Violations of this policy can result in the review of the sponsoring group and/or reservation

signatory will be subject to sanctions.

 Metal detectors and ID scanning will be used at all events when deemed appropriate by Cheyney

Police.

 It is the reserving individual/organization(s) responsibility to:

o Know and abide by CU Events Policies.

o Sign the Building Permit Request Form and affirm that they have read and agree to the

policies*.*

o Complete and return the Event Checklist to the Event Staff Supervisor before vacating the facility.

o Return all furniture and equipment used to its proper location.

o Assist Cheyney Police, the CU administrator on duty, and the student Event Staff with

the event when called upon, in particular to usher guests out at the conclusion of the

event.

o Prior to the conclusion of the event the Cheyney Police supervisor will meet with the event sponsors and/or CU staff to review the plans for concluding the event at the end of the night, including announcements, exit procedures and securing the building.

 Individuals attending the “dance, party, concert or event”, are found to have consumed or possess alcohol, used or possess drugs and/or observed to be “under the influence” will be denied entrance and/or removed from the event and will receive citations and/or judicial sanctions.

***NOTE:*** *Failure to comply with CU policies and/or event procedures will result in punitive action depending on the nature of the violation. Loss of scheduled events, the ability to reserve space, individual and/or organizational judicial charges up to, and including suspension are possible.*

**MAJOR VIOLATIONS**

**The following list of violations that may occur at student events are listed below. Severe penalties will be implemented and suspension or revocation of the permits for the event(s) will be subject to a Review Board.**

A. **GENERAL VIOLATIONS**

1. **Non-Compliance** - Gross disobedience manifested by any of the following, including:

a. Failure to comply with established rules and regulations

b. Willful disregard of an official and proper order from a university official acting

within the scope of his/her employment responsibilities.

c. Failure to provide a valid Cheyney University of Pennsylvania student

identification card or other acceptable form of photo identification upon request to a duly designated university official.

d. Providing false statements to any university official or before the University

Disciplinary Committee, including knowingly misrepresenting in person or in

writing the nature of events.

**2. Disorderly Conduct** - Any conduct, as defined by Cheyney University of Pennsylvania, which deviates from acceptable standards of appropriate behavior, that is unbecoming a student, or individual, which impedes, hinders, or prevents the orderly functioning of any of the university academic or administrative operations, including, but not limited to:

a. Fighting or engaging in a brawl or riot, including instigation;

b. Lewd or indecent conduct, including the use of obscenities and profanity for the purpose

of offending another.

**3. Violations of Local, State or Federal Law**

a. **Acts of Intolerance** - Hate crimes that show evidence of prejudice based on race, ethnicity, sexual orientation (known or perceived), or affectional preference.

Acts of intolerance, for the purpose of this policy, include, however, are not limited to physical, verbal, or written harassment or intimidation. Those found to

be in violation of this policy will be dealt with severely and subject to harsh penalties

**4. Civil or Criminal Statues**

a. Any exclusive or independent violation of university policies and rules that are also a

violation of the laws of the Commonwealth of Pennsylvania or of the United States of

America that would have an adverse impact on the university.

b. In addition, students or individuals, who are cited and/or arrested for violations of local ordinances or of State and/or Federal laws will be considered to have infracted this policy.

c. The sanctions to be imposed upon a student or individual for a violation of this policy

may depend upon charges brought against the student or individual by outside agencies.

5. **Harassment, Intimidation, or Threats**

Conduct by an individual or group, which creates or has the intended outcome of

creating a hostile, intimidating, or offensive environment for another.

**The following are considered to be violations**:

a. course of conduct or repeatedly committed acts, which serve no legitimate

purpose;

b. Mocking, taunting, or the use of derogatory slurs and epithets towards another;

c. Direct or indirect threats to commit any act of violence with the intent to terrorize another.

d. In addition, threats to individual or university safety and security are also, for the purpose of this policy, considered to be a violation.

e. Such behavior interferes with the ability of another to receive the tangible benefits

of education and may impede one‟s performance.

**Those found to be in violation of this policy will be dealt with severely and subject to harsh penalties.**

6. **Infliction of Harm –**

a. **Fighting:** the use of physical force of any kind on another person including the use of physical force of any kind on another person including beating or touching without the person‟s consent. CHEYNEY UNIVERSITY HAS ZERO TOLERANCE FOR ANY INFLICTION OF HARM.

b. **Simple Assault:** causing bodily injury to another, intentionally or recklessly;

c. **Aggravated Assault**: causing serious bodily injury to another, intentionally or recklessly;

d. **Indecent Assault:** any unauthorized touching of the intimate parts of another

person‟s body;

**7. Illegal Drugs (including Obnoxious Odors)**

a. Commonwealth of Pennsylvania law, as does, Federal law, prohibits possession, consumption, and distribution of illegal drugs. This includes, but is not limited to

depressants, hallucinogens, and narcotics.

**c. Cheyney University of Pennsylvania has zero tolerance for illegal drugs on campus, in the residence halls and at all events.**

d. Persons found to have consumed illegal drugs, as well as those individuals who are

found to be in possession of, consumption of or distributing (including those with the intent to sell) illegal drugs, will be subject to disciplinary action, arrest, and

criminal prosecution.

e. Possession of drug contraband and paraphernalia is also a violation and will be

subject to disciplinary action.

f. Additionally, the use of substances that give off obnoxious odors similar to illegal

drugs (*e.g.,* marijuana), which cause university officials to respond because of suspected use, and which causes material and substantial disruption or interference during the event will also be considered a violation of this policy whether or not actual illegal drugs are recovered.

**8. Weapons**

a. Weapons are prohibited on campus, in the residence halls and at all events.

The term weapon is used to describe any item, which includes, however, is not

limited to the following: Chemicals;

Cutting instruments or Cutting tools; Firearms (BB guns, paintball guns, etc.);

Handguns; Knives;

Rifles; and

Shotguns

In addition, ammunition and explosives, including fireworks, will also be considered as violations.

**SANCTIONS**

a. Violations of the Code of Conduct, or Criminal Statutes will result in sanctions being imposed.

b. Sanctions are intended to provide educational experiences that will develop behaviors and conduct demonstrative of responsible citizenship. For that reason,

sanctions are levied relative to the nature and scope of the violation.

c. Repeat offenders will be subject to greater penalties than a first-time offender.

d. To ensure that an educational environment characterized by collaboration,

collegiality, and cooperation is maintained, **Cheyney University of Pennsylvania has the**

**right to levy sanctions against any student or student organization, including Greek letter and social organizations, found responsible for violating the standards of behavior and conduct established by the university.**

e. Students or individuals who aid, abet, encourage, request, initiate, assist, or have

knowledge of any other student, non-student, or student organization in acts which violate this document or participates in a violation of this document will be subject to disciplinary action as if the student, student organization, employee or other organization has actually committed the violation. Elected student officials, more specifically, class and Student Government Cooperative Association (SGCA) officers who are fo und

responsible for a violation of the Student Code of Conduct by the University Disciplinary

Committee may be subject to removal from the elected office.

**Serious violations that threaten the health, safety, and welfare of individuals will result in immediate suspension or expulsion from Cheyney University.**

**Cheyney University guards against violence, the threat of violence, and the possession of a deadly weapon or illegal drugs by any person residing, working, or visiting on the campus. Violations of this policy can result in severe and immediate penalties, including but not limited to suspension from campus, residence halls, or university-sponsored activities pending the outcome of the hearing.**

**In the event of an incident, all future events will be prohibited for the sponsoring group. The sponsoring group must attend a meeting with the Review Board that will consist of:**

1 – SGCA member (If the incident is with a Student Group)

1 - Student Affairs representative

2 - Representatives from Cheyney Police

**24 hours prior to the Review Board Meeting – the individual or sponsoring group must submit a statement to the Chief of Police via email with a statement of what transpired during the incident at the event.**

**If the sponsoring group is not in agreement of the findings of the Review Board, they may appeal the decision in writing to the Vice President of Finance within thirty (30) days.**